

INTERNSHIP PROGRAM GUIDELINES

Master of Science in Professional Science

College of Basic and Applied Sciences

Middle Tennessee State University

(BCED 6910 Internship Program)

Internship Objectives

The purpose of the MSPS internship program is to provide student interns with an opportunity to develop professionally, acquire real-world experiences related to their concentration, and apply classroom learning to the workplace.

Intern Qualifications

- MSPS Major
- Completion of the majority of concentration and business core courses required for MSPS

Employing Company Criteria

- Provide a position in a business or organization that relates to the concentration area
- Complete an Employer Data Sheet
- Provide significant work that will enhance the intern's professional and educational development
- Submit a general description of the internship position and indicate if the assignment is a paid or unpaid internship
- Provide the intern the opportunity to work a minimum of 250 hours
- Must be approved by the Advisor and Internship Coordinator

Academic Requirements

The student intern agrees to:

- Complete an internship application
- Meet with internship coordinator and/or advisor as requested
- Work a minimum of 250 hours for 3 hours of college credit
- Work in a company approved by concentration advisor and business internship coordinator
- Professionally perform work and intern assignments and comply with employing company's regulations and policies
- Maintain employing company's confidentialities
- Ask the employer to complete the employer evaluation form provided by the Internship Coordinator and return it to you to upload in D2L by designated due dates (Midterm and Final Evaluations)
- Submit an Internship Portfolio by selected date, which includes the following:

- **Weekly Journal:** Maintain a daily journal of work experiences with examples of completed on-the-job assignments to submit on a weekly basis. These assignments may include projects or reports (formal and informal), letters, memos, agendas, meeting minutes, etc. Your weekly hours worked and cumulative hours are reported on the journal submitted to the internship coordinator.
- **Specialist Interview in Major Area:** A typewritten summary of an interview with a specialist in the concentration area. The coordinator will provide topic suggestions, if needed.
- **Application Letter and Resume:** Prepare an application letter and resume assuming you are preparing for a position with your internship company (or other position for which you qualify).
- **Reflective Paper:** A final paper, minimum of eight typewritten (but not to exceed 10 pages), double-spaced pages, written as a retrospective of the internship experience.
- **Company Literature:** Promotional/information brochures, etc. from the employing company
- **Presentation:** Prepare and deliver a 10-15 minute PowerPoint presentation of significant experiences by the last week of the internship program. All items in the portfolio are submitted to the D2L dropbox to serve as a digital portfolio.

Employing Company's Responsibilities

The company employing the student intern agrees to:

- Provide a safe, nurturing, and challenging work environment
- Provide the student intern the opportunity to work a minimum of 250 hours
- Provide adequate supervision of student intern
- Communicate with Internship Coordinator
- Submit student intern evaluations to the Internship Coordinator by designated due dates

Internship Coordinator (in Consultation with Concentration Advisor) Responsibilities

- Approve student internship application
- Discuss internship guidelines with student intern
- Approve employing company
- Communicate with employing company
- Conduct a midterm and final evaluation of student intern
- Evaluate the student intern's portfolio
- Submit the student intern's final grade

Evaluation Process

- **Midterm Evaluation:** Employing company supervisor completes the Employer Evaluation of Intern form and returns to intern for submission in D2L.
- **Digital Portfolio:** Submitted to the Internship Coordinator in D2L
- **Final Evaluation:** Employing company completes the Employer Evaluation of Intern form returns to intern for submission in D2L.
- **Final Grade:** Internship Coordinator submits the intern's final grade.
- **Exit Survey:** Interns will complete the survey and upload into D2L.